



GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex technical Geographic Information System (GIS) and management duties involved in the management and production control of data to the City GIS database and to provide web authoring and oversee work of web content providers of the engineering division, and perform other technical duties for the work group.

Supervision Received and Exercised:

Receives general supervision from the Engineering GIS Supervisor, Engineering Services Administrator, or from other supervisory or management staff.

Exercises functional and technical supervision over lower level, and/or temporary staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide and assume responsibility for interdepartmental production control of updates to the City GIS system; track incoming civil engineering construction, as-built plans, plats, field checks and legal instruments; and, maintain City GIS production standards.
- Publish backlog report information for management and team members regarding project status to a defined location for review and retrieval for use in updating the City GIS database.
- Maintain and update tracking database applications with incoming document information on a weekly basis; and, ensure spatial accuracy and data quality of geospatial and attribute data encoding to the City GIS database.

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- Provide overall day-to-day management of the City GIS production environment; provide direction and guidance to City GIS production staff; troubleshoot any deficiencies that potentially hinder the performance and production of data that is represented by the City GIS system; and, make recommendations to upper management and/or resolve the issues.
- Provide and assume responsibility for publishing and web authoring to City internet and intranet web servers for work group and division; operate web authoring, portable documentation software, digital imaging software and interfacing to web servers; provide technical assistance to work group and division staff involved in web information content, document format, and structure and maintenance; and, coordinate updates with ITD webmaster as required.
- Responsible for information implemented into the engineering web page, collecting and updating data to ensure the integrity and applicability of information; remain current on job specific knowledge by attending training courses and professional organizational meetings as determined by ITD webmaster; and, reading job-related professional journals and publications.
- Correspond with the public regarding engineering website questions through email or by telephone, including publicized information; and, resolve or direct questions to the appropriate party for resolution.
- Coordinate and manage the engineering production records-tracking program as it affects information implemented to the City GIS program; tracks time-sensitive projects and assignments to ensure timely completion; and, assist in the management, adherence, and distribution of City GIS production standards.
- Responsible for data integrity, quality control, and archiving of property documents that affect the content of the City GIS system such as real estate, field check, other geospatial hardcopy, microfilm, analog, and digital files used for City GIS updating.
- Assist in quality control, quality assurance, and system maintenance processes in GIS data production and distribution systems, and related software and hardware.
- Provide GIS spatial and attribute data analysis, and create custom and complex GIS, digital mapping, digital imagery, and database data products, digital information, and hardcopy for internal and external customers.

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- Operate as a work group liaison to other GIS, ITD, and non-GIS work groups for support, implementation, and coordination of GIS projects and tasks within the City and to other outside agencies, as assigned.
- Write and maintain production, distribution, training, support, policies and procedures, and other GIS application and data documentation; and, assist in providing production-specific direction, specialized training, work assignments and quality control of work of interns, temporary, and other contracted or assigned personnel working on the City GIS database.
- Coordinate and complete multiple GIS and digital mapping projects; ensure comprehensive oversight of each project phase and detail; and, evaluate software and hardware, and make recommendations as necessary.
- Monitor usage of media supplies and inventory for engineering plotters and other work group technical materials; and, responsible for preparing requisitions for materials ordered through various vendors.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in City GIS production mapping practices with emphasis in City GIS data production control at a work group level, including a minimum of two years of web authoring experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in GIS, computer science, civil engineering, land surveying, CAD drafting, or a related field.

Licenses/Certifications:

Certification as a GIS Professional (GISP) from the GIS Certification Institute (GISCI), GIS/LIS Technologist from the American Society for Photogrammetry and Remote Sensing (ASPRS), or equivalent technical certification in GIS or geospatial technology is preferred.

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This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6181

FLSA: Non-Exempt